

FREQUENTLY ASKED QUESTIONS REGARDING ECF ATTORNEY TRAINING AND REGISTRATION

- Question: When will attorneys start filing electronically in the Southern District of West Virginia?
- Answer: Attorneys are already filing electronically in bankruptcy and civil cases. Criminal ECF training and filing will begin before the close of 2005.
- Question: What do I have to do to start filing?
- Answer: DISTRICT: You have to attend our hands-on training to get a login and password, and then you can start immediately. If you have received training in another District and have been filing electronically for a period of six months, then you are also eligible for a login and password.
BANKRUPTCY: For logins and passwords to Bankruptcy ECF, you may attend training here in the Southern District of West Virginia; or you must have received training in other districts.
- Question: What kind of training?
- Answer: DISTRICT: We conduct civil training for attorneys and staff every Tuesday and Thursday. The class hours for Civil ECF attorney training are normally from 9:30 a.m. to 1:00 p.m., although there is an occasional afternoon class. Point of Contact (POC) for District ECF training: Becky Proctor, E-Mail: rebecca_a_proctor@wvsd.uscourts.gov; Telephone 304/347-3044;
BANKRUPTCY: We conduct Bankruptcy ECF attorney training on the first Thursday every other month. Bankruptcy ECF training is from 10:00 a.m. to 3:30 p.m. POC for Bankruptcy ECF training: Gloria Bailey, E-Mail: gloria_j_bailey@wvsd.uscourts.gov; Telephone 304/347-3051.
- Question: Can I send my secretary or legal assistant to the class? She will be the one doing all the filing anyway.
- Answer: Yes, you can send your secretary or legal assistant to the class, but NOT in your place. **ONLY ATTORNEYS RECEIVE LOGINS AND PASSWORDS**, which are equivalent to your written signature. However, we strongly encourage you to bring one or more members of your support staff with you when you attend. Support staff may include legal secretaries, legal assistants, or even members of your automation staff.
- Question: If I attended Bankruptcy Training, do I also have to come to civil training?
- Answer: Yes.

Question: Why?

Answer: The CM/ECF Training for civil is similar but not exactly like the bankruptcy training course you attended. We want you to actually use the CM/ECF programs as soon as you leave class. The classes also review specific procedural issues as well as instructional training on filing documents electronically for each court. Your attendance in class and participation in discussion is helpful to other attorneys who do not have experience with filing electronically.

Question: How much does the training cost?

Answer: There is no charge for the training.

Question: Are there any requirements for attending the training and getting a login and password?

Answer: DISTRICT: In order to get a login and password for District ECF, you must be an attorney admitted to practice in the Southern District of West Virginia and in good standing who has attended our training class or have been filing electronically in another District for a period of six months. BANKRUPTCY: In order to get a login and password for Bankruptcy ECF, you must be an attorney admitted to practice in the Southern District of West Virginia and in good standing who has attended any bankruptcy training class. Limited logins are available for Bankruptcy ECF to creditors and attorneys not admitted to practice in the Southern District of West Virginia. Limited use allows the filer to electronically file proofs of claims, reaffirmation agreements, and other claim actions.

Question: We have a login and password to file in the Southern District of West Virginia. Does that work in the Northern District of West Virginia?

Answer: No, it does not work. Each district in the country issues its own logins and passwords to ECF. You are encouraged to change your password once you receive the official login and password from the District who issues it.

Question: I heard you could get Continuing Legal Education credits for attending. What is that all about?

Answer: That is correct. The West Virginia Bar Association has approved our training for MCLE (Mandatory Continuing Legal Education) credit.

Question: Can I use it for MCLE in other states, like Kentucky and Virginia?

Answer: You will have to check with the bar associations in those states.

Question: I want to attend. Can I just show up on a Tuesday or Thursday?

Answer: No. We require that you register in advance to attend. The training is hands-on. Each class can only accommodate 10 students.
Point of Contact (POC) for District ECF Training: Becky Proctor, E-Mail: rebecca_a_proctor@wvsc.uscourts.gov; Telephone 304/347-3044; POC for Bankruptcy ECF Training: Gloria Bailey, E-Mail: gloria_j_bailey@wvsc.uscourts.gov; Telephone 304/347-3051.

Question: I am trying to file something electronically in the Northern District? Can you help me with that?

Answer: DISTRICT: If you need assistance with District ECF in the Northern District of West Virginia, you will need to call the District Clerk's Office.
POC's in the Northern District of West Virginia:
Danny Armstrong, 304/267-8225, ext. 232; Rita Sedosky, 304/232-0011, ext. 222; or Evelyn Howell, 304/636-1445, ext. 243.
BANKRUPTCY: If you need assistance with Bankruptcy ECF in the Northern District of West Virginia, you will need to call the Bankruptcy Clerk's Office.
POC in the Northern District of West Virginia:
Marcie Kacsmar at 304/233-1655.